

CASE CLOSING CHECKLIST FOR CHAPTER 7 TRUSTEES

Effective February 2, 2004

Case Name: _____

Case #: _____

Notice of Trustee Final Report and Account to Creditors

- ____ 1. In the first paragraph, make sure receipts include gross proceeds from sales and auctions, not just net proceeds.
- ____ 2. In the first paragraph, make sure to include disbursements made at closing or expenses netted out by the auctioneer.
- ____ 3. Compare the balance in the first paragraph to the Form 2 and bank balances.
- ____ 4. Total disbursements should tie to the itemized list of disbursements.
- ____ 5. Break out payments and proposed payments for all professional compensation and expenses, secured creditors, priority creditors, and payments to the debtors in the itemized list.
- ____ 6. Review the creditor class information within the language subsequent to the itemization to ensure that these numbers agree with unpaid claim totals for each class.

Claims Review

- ____ 1. Physically review each claim and all attachments.
- ____ 2. Make sure to review all secured tax claims for lien dates and proper perfection.
- ____ 3. Watch for duplicate claims. Review account numbers on credit card claims.
- ____ 4. All claims must be considered. If the claim is for an inappropriate class, object. If such claim is allowable under another class, then the objection should state that fact.

Trustee Compensation

- ____ 1. Do not include refund or exemption payments in the calculation of trustee compensation.
- ____ 2. Do not include bounced or returned checks, or transfers between estate accounts.
- ____ 3. Watch old rate and new rate cutoff date (October 22, 1994).

- ____ 4. Make sure interim compensation, if any, was paid pursuant to court order and is included when verifying that total compensation does not exceed limits per § 326(a).

Trustee Expenses

- ____ 1. Itemize any expenses under the “Other” category and supply supporting documentation.
- ____ 2. Verify that clerical time and overhead are not included.

Proposed Distribution

- ____ 1. In converted chapter 11 cases, carefully review claims for the date that the liability was incurred in order to determine chapter 11 administrative status or prepetition unsecured status. Also watch for professional fees and other administrative expense claims which were approved, but unpaid either during the chapter 11 or subsequent to conversion.
- ____ 2. Funds proposed for distribution must equal funds available to be disbursed.
- ____ 3. Carefully review the breakdown of tax claims.
- ____ 4. All payments to professionals must have supporting orders from the court.
- ____ 5. Watch limits on all professionals (including auctioneers and realtors) as specified in their orders for appointment.
- ____ 6. Calculate withholding taxes on wage claims.

Overall

- ____ 1. Completely review the final report before sending it in. Do not assume that the computer has printed off the pages correctly.
- ____ 2. Submit a current copy of Forms 1 and 2 along with the TFR.
- ____ 3. Include all original bank statements, cancelled checks, and deposit slips/bank advices.
- ____ 4. Include all auctioneer’s reports and closing statements on sales.
- ____ 5. Where appropriate, include supporting documentation for expenses.
- ____ 6. Make sure to sign and date forms, where appropriate.